

Position Summary:**Title:** Graduate Assistant**Hours per Week:** 20 hours/week**Department:** Career & Employment Hub: Career Exploration Internship Program**Location:** Portland Gorham LAC Online/Distance**Duration:** Full Academic Year Fall Semester
 Summer Semester Spring Semester**Total Stipend:** \$5,000**Monthly Stipend:** \$1,250**Scholarship Amount:** \$3,000 (in-state) / \$3,000 (out-of-state)**Supervisor Name:** Allie Norton**Supervisor Email:** allison.norton@maine.edu**Supervisor Phone:** 207-780-4858**Position Details:****Statement of Job and Essential Functions:**

This GA role will join the Career Exploration Internship Program team in the USM Career & Employment Hub, reporting to the Internship Coordinator for Arts, Humanities, and Nonprofits. The team also includes an Internship Program Lead and one other GA. Together, this team of four runs USM's Career Exploration Internship Program. Learn more about the program here: <https://usm.maine.edu/career-and-employment-hub/career-exploration-program>

Typical duties include:

- Direct support for current interns through monitoring the course Brightspace, tracking and responding to assignment submissions, reminding students about upcoming due dates and events, and checking in 1-1 with students.
- Support for the application, interview, and selection process for the next internship cycle.
- Event planning and support for the interns' orientation, final presentations, and Career Hub events throughout the semester.
- Marketing & communication around the internship program.
- Other duties as assigned.
- GA may have the option to explore additional skillbuilding and professional development in areas of interest related to internships and career development.

Schedule:

This is a 20 hour/week position. Work hours can be scheduled anytime Monday through Friday, 8am - 4:30pm.

Location:

Workspace will be provided in the McGoldrick Career & Student Success Center on the Portland campus, and some remote hours may be possible.

Pay:

The GA will receive a monthly \$1,250 stipend (disbursed on the last business day of each month) and a \$3,000/semester scholarship.

Applications will be accepted on a rolling basis until the position is filled.

Supervisory Responsibilities:

See above

Budget Responsibilities:

n/a

Public and Professional Activities Related to Job Performance:

See above

Internal Contacts:

Career Exploration Internship Program team
Student interns

Knowledge, Skills, and Abilities:

The ideal candidate for this position will:

- Have strong administrative and organizational skills
- Have excellent oral and written communication skills
- Comfort with offering student support and guidance
- Work collaboratively with students and the Career & Employment Hub team
- Be creative and demonstrate initiative in helping adapt and evolve the program to connect with USM students and their career development needs
- Be familiar with Google Suite
- Maintain student confidentiality
- Represent the office in a professional manner
- Allow for some scheduling flexibility to help support events (about once/month)
- Display knowledge of OR interest in internships and career development
- Bonus: Have some background OR interest in arts, humanities, and nonprofits

Required Qualifications:

Graduate student at USM

Minimum GPA: 3.0

Must be enrolled in at least six credits for the Summer 2024 term.

Must not be a University of Maine System employee.

To Apply:

Submit your resume and cover letter via email to Allie Norton (allison.norton@maine.edu). Applications will be accepted on a rolling basis until the position is filled.